

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350

OPNAVINST 11101.13J
Pers-67
16 December 1992

OPNAV INSTRUCTION 11101.13J

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: ASSIGNMENT AND UTILIZATION OF NAVY-MANAGED MILITARY FAMILY HOUSING (MFH)

Ref: (a) NAVFAC P-930 (NOTAL)
(b) OPNAVINST 11101.42
(c) OPNAVINST 4600.16E
(d) CNO Washington DC 032228Z Jul 91 (NAVADMIN 086/91)
(e) CNO Washington DC 131910Z May 92 (NAVADMIN 066/92)
(f) CNO Washington DC 290249Z Feb 92 (NAVADMIN 026/92)
(g) OPNAVINST 11101.21D
(h) DOD 4165.63-M of Jun 88 (NOTAL)
(i) Joint Federal Travel Regulations (JFTR Volumes I and II) (NOTAL)
(j) SECNAVINST 4650.19B
(k) OPNAVINST 11101.44
(l) OPNAVINST 11101.43
(m) SECNAVINST 11101.2C (NOTAL)
(n) Title 10, U.S.C. Chapter 58
(o) OPNAVINST 1700.9C (NOTAL)
(p) SECNAVINST 1740.2D
(q) OPNAVINST 5400.24D

Encl: (1) Eligibility Criteria
(2) Application Procedures
(3) Waiting List
(4) Assignment to Quarters
(5) Termination of Housing Assignment
(6) Utilization
(7) Inventory Actions
(8) Definition of Terms

1. Purpose. To provide policy and criteria governing the assignment to, and utilization of, Navy-managed military family housing (MFH);

to promote standardization in the Navy-wide implementation of these policies and criteria; and to ensure that eligible Department of Defense (DoD) personnel and their family members are provided equal housing opportunities regardless of race, color, religion, sex, age, national origin, handicap or familial status. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 11101.13H.

3. Scope. This instruction applies to MFH under Navy control and supported by Family Housing, Navy (FH,N) account funds.

4. Background. The Navy considers housing a premier Quality of Life (QOL) issue. It is the policy of the Navy to provide housing which enhances the QOL of its members and their families. Recognizing the importance of members' and their families' QOL, the Navy will take action to provide quality military housing and secure housing in the civilian community meeting this standard. MFH under Navy control is managed per guidelines in references (a) through (p). The principal objective of the DoD Family Housing Program is to ensure that members of the United States Armed Forces with dependents are suitably housed. To achieve this goal, it is DoD policy to rely on the local civilian housing market in communities near military installations as the primary source of housing for military families. MFH is constructed or leased only in those locations where the civilian housing market cannot meet the needs of the local military community, where available housing in the community has been determined to be unacceptable or where personnel must reside on the military installation for reasons of military necessity. Assignment procedures and utilization criteria have been developed from DoD policy in order to provide the greatest opportunity for occupancy by the greatest number of eligible personnel.



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5. Policy. Navy policies with respect to assignment and utilization of Navy-managed MFH are as follows:

a. Assignment of eligible personnel, as defined in enclosures (1) through (4), to Navy MFH will be made without regard to race, color, religion, sex, age, national origin, handicap or familial status.

b. Management and utilization of housing assets will be centralized for control.

c. All personnel eligible for MFH are required to report to the appropriate family housing office prior to execution of a commitment for private housing. Individuals, including bachelor personnel, who are not immediately assigned to government quarters, will be provided assistance in obtaining housing in the local community (see references (a) and (g)).

d. MFH termination criteria is provided in enclosure (5).

e. Management procedures are provided in enclosures (6) and (7).

f. Definitions are provided in enclosure (8).

6. Action

a. The Chief of Naval Operations (N1) is assigned responsibility for the implementation of DoD policy for assignment and utilization of Navy-managed MFH per references (h) and (m). In view of the significance of housing as a QOL and readiness issue, the CNO will:

(1) Review bi-annually the status of Navy housing, including assignment and utilization policies and their implementation.

(2) Issue periodic communications to the chain of command which convey the

significance of ready access to well maintained, affordable housing on the economy or on naval installations.

b. Chief of Naval Personnel (CHNAVPERS) (Pers-6) will:

(1) Facilitate realization of quality housing for all Navy members whether in the civilian community or on a naval installation, recognizing the importance of this key feature to the overall QOL of members and their families.

(2) Develop and issue Navy-wide policies for eligibility, assignment, utilization, occupancy and termination of Navy-managed MFH.

(3) Make final determination regarding the policies and criteria contained in this instruction.

(4) Make final determination in response to requests for exceptions, waivers and appeals.

(5) Annually by 1 January review all command, billet and key and essential quarters designations.

c. Major claimants responsible for housing will:

(1) Take action to impart convincingly the Navy's emphasis on quality housing as a key element of service QOL impacting morale, retention and readiness. Action will include guidance to subordinates, demonstrations of personal interest and commitment and appropriate oversight.

(2) Perform, at a minimum, administrative and operational reviews as part of their triennial inspection of MFH field activities to ensure that local policies and procedures are in compliance with this instruction.

(3) Endorse correspondence forwarded per paragraph 7 regarding the policy and criteria contained in this instruction.

(4) Make final determination concerning MFH inventory actions for billet/key and essential quarters within the five percent limit of officer and/or enlisted quarters (see enclosure (7), paragraph 3d).

d. The Commander, Naval Facilities Engineering Command (COMNAVFAC-ENGCOM) or designee will:

(1) Ensure that local assignment practices are equitable and consistent and that housing authorities issue implementing instructions.

(2) Ensure that MFH is efficiently utilized and implement specific utilization reporting requirements.

(3) Consolidate installation listings of excess housing available for assignment to unaccompanied families and coordinate with other services to issue the listing of excess housing.

(4) Issue Navy-wide guidance clearly delineating landlord-tenant responsibilities which shall be tailored to local needs as necessary by the Housing Authority (HA).

(5) Issue implementing directives as necessary in support of policies issued in this instruction and other pertinent directives from higher authority.

(6) Ensure that MFH assets are centrally managed.

e. Regional area coordinators shall assume responsibility for consolidating MFH policy within defined commuting areas to eliminate duplication of effort and conflicting guidance within regions.

f. The HA will establish and issue local policies and procedures, consistent with the policy guidance contained in this instruction, governing the assignment and utilization of

government-owned or controlled MFH units for which the HA is responsible within 180 days after issuance of this instruction.

7. Exceptions, Waivers and Appeals

a. Exceptions to policy contained in this instruction may be granted by the HA on a case-by-case basis in situations where hardships to personnel would otherwise result and the circumstances warrant special consideration. When exceptions are made, justification of the action will be documented and retained in installation files for 3 years after the service member has terminated MFH.

b. Establishment of local policy that permanently deviates from that contained in this instruction (other than on a case-by-case basis) must be approved by CHNAVPERS (Pers-6) via the Engineering Field Division of COMNAV-FACENGCOM, the major claimant and COMNAVFACENGCOM.

c. Decisions made by the HA may be appealed. Appeals will be in writing and forwarded via the chain of command. Endorsers will expeditiously forward requests for exception and specifically explain any significant delay occurring in the forwarding process.

8. Forms. All housing and personnel offices will maintain a supply of DD 1746 (Rev. 7/88), Application for Assignment to Housing (S/N 0102-LF-008-4900) and DD 1747 (Rev. 10/85), Status of Housing Availability (S/N 0102-LF-001-7471). These forms are available from the Navy supply system per NAVSUP P-2002.

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ELIGIBILITY CRITERIA

1. General Eligibility. Basic eligibility for MFH is defined as military personnel and DoD civilian employees and DoD sponsored civilian employees with accompanying dependents. Accompanying dependents are considered to be those dependents who may be expected to reside with the sponsor for 9 consecutive months or more each year. Eligibility for MFH does not ensure availability/assignment of MFH. Housing offices shall offer information and referral services for all eligible incoming personnel as an expeditious, efficient means of locating adequate, affordable housing for members in communities where adequate housing is available.

2. General Categories of Personnel Eligible for MFH. The following categories of personnel are eligible for assignment to MFH unless stipulated otherwise:

a. Military Personnel. DoD military personnel with accompanying dependents, including Active Guard Reserve (AGR) personnel. Eligible personnel of other military services assigned to naval activities or nearby military installations will be eligible for and provided MFH according to the same criteria for grade and family size as applicable to Navy personnel.

b. Civilian Personnel. DoD civilian employees and DoD sponsored civilian employees with accompanying dependents under conditions specified in paragraph 4 (see Table 1-1 for Civilian Equivalency List).

c. Non-DoD Personnel of Other Uniformed Services. Coast Guard personnel and non-military uniformed personnel of the National Oceanic and Atmospheric Administration and the U.S. Public Health Service with accompanying dependents. Inter-service support agreements (ISSA) may be entered into between the Navy and other government agencies for the occupancy of MFH by Coast Guard, National Oceanic and Atmospheric Administration or U.S. Public Health Service personnel.

d. Foreign Nationals. Where a specific agreement exists between a foreign government and the United States regarding provision of MFH, foreign nationals with accompanying dependents will be provided housing by the terms of that agreement. In the absence of such agreement, those in the Personnel Exchange Program (PEP), Foreign Military Sales (FMS) and trainees in the International Military Education and Training (IMET) program may occupy MFH under the conditions stated below, subject to the approval of the HA in each case.

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(1) Foreign students, including those in FMS and IMET, may occupy MFH only after a determination has been made that U.S. student housing requirements are satisfied and will be satisfied for the projected duration of the foreign student's occupancy. Rental charges will be computed and collected locally from foreign students and handled per reference (b).

(2) United States Navy commands where foreign PEP officer and enlisted personnel are to be assigned will request that, if available, MFH will be assigned in the foreign country under the same conditions as the U.S. provides to foreign PEP personnel.

(3) MFH normally should not be made available to foreign military personnel who are not in PEP, FMS or IMET status or whose governments do not have a specific agreement with the U.S. regarding provision of MFH.

3. Special Eligibility Criteria

a. Member Married to Member Personnel. Either member may be assigned to MFH. If an officer is married to an enlisted member, assignment will be made to officer housing.

b. Member Married to Member Personnel Separated by Duty Assignments. When members concerned have no other dependents and are separated by duty assignment, both members will be treated as unaccompanied personnel and are not eligible for assignment to MFH. If the military members have dependents, the member with physical custody of the dependents will be eligible for MFH.

c. Divorced Military Member. Eligibility for divorced members with dependents will be as follows: only a member with legal custody of dependents who live with the member at least 9 consecutive months of the year will be authorized to live in family housing. (Note that it is possible that a member with legal custody may not have the dependents recognized on dependent certification documents. In these cases a copy of the custody agreements may be used as proof of dependency for housing purposes.) Divorced members without custody of dependents are ineligible for MFH.

d. Single Military Member. An individual military member who is unmarried, divorced, separated or widowed and who is accompanied by dependents is eligible for MFH even if deployed.

4. Civilian Personnel

a. DoD Appropriated and Nonappropriated Fund Civilian Personnel

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(1) Civilian employees, except key or essential personnel, (see enclosure 7, paragraph 3d) will normally be expected to rely on surrounding civilian communities for housing support. Designation of key or essential personnel is made in special circumstances that must relate to military necessity, accomplishment of mission, safety or security and the lack of other acceptable accommodations. Justification for designation as a military necessity civilian employee will be fully documented and retained at the installation during the period of such occupancy and for 2 years thereafter.

(2) In U.S. overseas and foreign areas where U.S. citizen civilian employees recruited from the U.S. cannot enjoy the facilities of the civilian community without restriction, or when appropriate and adequate community services and support facilities do not exist or are substandard, MFH will be allocated to provide reasonable and equitable treatment to both eligible military personnel and eligible civilian employees. Civilians housed because of these conditions are not counted within the five percent limitations for housing purposes.

(3) Eligible DoD civilian employees accompanied by dependents may occupy MFH on a rental, reimbursable or rent-free basis as appropriate in CONUS, U.S. overseas or foreign areas. They will normally be permitted to occupy or continue assignment in MFH without a time limitation. In U.S. overseas and foreign areas, MFH assignments may be terminated after 5 consecutive years, except for personnel in key and essential billets/positions, when such action is required to:

(a) Maintain equitable and reasonable distribution of assets between eligible military personnel and eligible U.S. citizen civilian employees recruited from the U.S., or

(b) Permit the assignment of other eligible U.S. civilian employees from housing waiting lists.

b. Non-DoD Civilian Personnel. When non-DoD civilian personnel (e.g., U.S. or third country national bank personnel and key contractor personnel) serving DoD military installations at overseas locations cannot obtain acceptable housing in the vicinity of an installation, they and their families may occupy MFH on a rental basis.

(1) When American Red Cross personnel are provided government quarters in the U.S. or its territories and possessions, the Red Cross personnel or the American National Red Cross shall pay the established rental rate for those quarters per reference (b). In foreign areas, Red Cross personnel will be furnished quarters on the same basis as DoD U.S. citizen civilian employees. In instances where DoD U.S. citizen civilian

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employees are furnished government quarters without charge, Red Cross personnel also shall be furnished quarters without charge.

(2) In overseas locations, quarters may be provided on a reimbursable basis to United Service Organizations, Inc. (USO) executive and professional staff when it is within the capability of the overseas military command and not prohibited by appropriate Status of Forces Agreements. The rates charged will be equal to the housing allowance or rate charged to equivalent grade civil service employees.

5. Bedroom Eligibility. The HA will apply the following bedroom eligibility standards in order to provide equitable availability of housing to all families. Unless otherwise specified below, families will not be required to accept assignment to housing that is less than the following minimum standards:

a. Bedroom Eligibility Based on Grade. Bedroom eligibility based on paygrade is as follows:

(1) Senior officers (O-6 and above) are eligible for a minimum of four bedrooms where available.

(2) Field grade officers (O-4 and O-5) are eligible for a minimum of three bedrooms where available.

(3) Chief Warrant Officers (W1-W4) and senior enlisted personnel (E-7 through E-9) may be eligible for assignment to a three bedroom unit regardless of family size. The HA has discretion (depending on inventory and local conditions) to establish a three bedroom minimum assignment policy for these personnel.

b. Bedroom Eligibility Based on Family Composition. The number of bedrooms for which a service member or civilian is eligible is based on the following rationale:

(1) No parent(s) should have to share a bedroom with a child.

(2) No more than two children should have to share any bedroom.

(3) A child 6 years of age or older should not have to share a bedroom with a child of opposite sex.

(4) A child 10 years of age or older is eligible for a separate bedroom.

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(5) Married dependent parents will be assigned 1 bedroom. If the dependent parents are not married they will each be assigned a bedroom.

c. Assignment to Units Lesser or Greater than Bedroom Eligibility

(1) Families with a one or two-bedroom requirement will be afforded equal opportunity regarding assignment to two-bedroom units. When a one-bedroom unit becomes vacant, it will be offered to the family with a one-bedroom requirement that is highest on the two-bedroom list (see enclosure (3), paragraph 1).

(2) Any assignments to units with more bedrooms than eligibility allows will not be made unless necessary to achieve higher utilization. When the waiting list for a bedroom category is exhausted, the HA will offer the next available unit in that bedroom category to the member (with the same priority for assignment) at the top of the next higher bedroom waiting list. When that list is exhausted the HA will offer the unit to the next lower bedroom waiting list.

(3) Members must agree in writing to accept a smaller unit than their bedroom requirement and that once assigned they will not be eligible for a larger unit. Documentation of assignment to a lesser or greater bedroom requirement than that for which the member is eligible must be retained on file for the duration of the assignment.

(4) Upon confirmation of pregnancy which would increase a member's bedroom requirement, the applicant's name will be placed on the waiting list for the higher bedroom requirement.

(5) When a live-in aide is approved by the HA, the bedroom eligibility may be increased by 1 bedroom.

(6) Sponsors who share custody of dependents must provide proof of legal custody (final decree documents) specifically stating that sponsor is entitled to custody for at least 9 consecutive months a year in order to have dependents considered for bedroom eligibility. A person not qualifying as a dependent, such as a foster child, foreign exchange student, etc., will not be considered when assigning MFH either with regard to overall house size or the number of bedrooms.

(7) At locations lacking community housing (Guantanamo Bay, Cuba; Keflavik, Iceland; Adak, Alaska; Bermuda) personnel may be freely assigned to units beyond their requirement in the absence of government units equal to their requirement.

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MILITARY AND CIVILIAN SCHEDULE OF EQUIVALENT GRADES					
Table 1-1 is based on the military and civilian relationship established for Geneva Convention purposes. Non appropriated Fund positions shall be considered equivalent to their counterparts under the General Schedule and Wage system, and Senior Executive Service positions shall be considered equivalent to GS-16 through GS-18 positions. Equivalent grades for other civilian employees not included in the table shall be determined by the Housing Authority using the table as a guide.					
CIVILIAN GRADE GROUP					
MILITARY GRADE GROUP	SENIOR EXECUTIVE SERVICE	MERIT PAY EMPLOYEE	GENERAL SCHEDULE	EDUCATORS (200 U.S.C. 901-907)	WAGE SYSTEM
0-7 THRU 0-10	SES-1 THRU SES-6	--	GS-16 THRU GS-18	--	--
0-6	--	GM-15	GS-15	--	--
0-5	--	GM-13 AND GM-14	GS-13 AND GS-14	SCHEDULE K	WS-14 THRU WS-19 WL-14 AND PRODUCTION SUPPORT EQUIVALENTS
0-4	--	--	GS-12	SCHEDULE L	
0-3	--	--	GS-10 AND GS-11	SCHEDULE C, STEP 4 AND ABOVE, AND SCHEDULES D-F AND M-O	WS-8 THRU WS-13 WL-6 THRU WL-14 WG-14 THRU WG-15 AND PRODUCTION SUPPORT EQUIVALENTS
0-2 W-3 & W-4	-- -- --	-- -- --	GS-8 AND GS-9	SCHEDULE C STEPS 1-3	
0-1 W-1 & W-2	--	--	GS-7	--	
E-7 THRU E-9	--	--	GS-7	--	
E-5 & E-6	--	--	GS-5	--	WS-1 WS-7 WL-1 THRU WL-5 WG-9 THRU WG-11
E-4	--	--	GS-4	--	WG-1 THRU
E-1 THRU E-3	--	--	GS-1 THRU GS-3	--	WG-8

Table 1-1

Enclosure (1)

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APPLICATION PROCEDURES1. Application Procedures

a. Applications for MFH will be made on a DD 1746, Application for Assignment to Housing. A complete application includes a copy of the member's orders and a certification of dependents. Examples of dependent certification documents are NAVPERS 1070/602, Record of Emergency Data/Dependency Application (Page 2); a NAVCOMPT 3072, Dependency Action Status; or a DD 1172, Application for Uniformed Services Identification Card (DEERS Enrollment). Overseas locations may use the member's dependent entry approval message to verify the status of dependents.

b. Applications for MFH may be submitted to the receiving family housing office at any time following receipt of permanent change of station (PCS) orders or promulgation of homeport change. Advance submittal of applications is recommended to allow advance planning by the housing office and to assist the member in obtaining information about the housing situation at the receiving location. Applicants for MFH will be informed promptly of their eligibility for, and the conditions of assignment or availability of MFH. The DD 1747, Status of Housing Availability, may be used for this purpose. Where entry approval of dependents is required, such notification will be included in the entry information message. The housing office will also provide the following information:

(1) A statement to indicate the type (adequate and/or substandard) of MFH available and the waiting time for each by bedroom and paygrade. Include information on government mobile home spaces.

(2) Information on the availability and cost of temporary lodging and private sector housing.

(3) Advise the member that the Family Service Center provides a full range of arrival and departure relocation services.

c. In the event MFH is not immediately available for occupancy and upon establishing the eligibility of the applicant for MFH, the applicant's name will be placed on a waiting list no later than confirmation of application after report date at new duty station.

2. Effective Date of Application (Control Date). Eligible personnel must apply for housing and/or confirm their application within 30 calendar days of report date to the new permanent duty

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station in order to receive the effective date of application for assignment to housing as delineated in subparagraphs 2a through 2c below. If the member does not apply or confirm their housing application within 30 days of report date, the control date is the date the housing office receives the application. Advance applications do not influence the control date.

a. Military Members. The control date will be the date of detachment from the last permanent duty station. A member without a previous permanent duty station will have a control date as of the report date to the new duty station provided the member applies for housing within 30 days of reporting.

b. Civilian Employees. The control date is the effective date of transfer as shown on SF 50, Notification of Personnel Action.

c. Sponsors of Equal Bedroom Eligibility With the Same Control Date. In case of sponsors of equal grade and date of rank, the member with the greatest length of service will precede the other on the waiting list. When sponsors are of unequal grade, the more senior member will take precedence.

3. Special Control Dates

a. Unaccompanied Overseas Tour. The control date for members returning PCS from an unaccompanied tour, or from assignment to ships operating in an area specified in reference (c), to an accompanied tour will be the date of detachment from the last accompanied PCS tour.

b. Mobile Home Spaces. The control date for mobile home spaces will be the date the member submits the application after reporting for duty to the new permanent duty station.

c. Master Chief Petty Officer of the Fleet/Force (MCPOF), Master Chief Petty Officer of the Command (MCPOC); Current Navy-wide Fleet/Shore Sailor of the Year. In recognition of the special position of leadership held by the MCPOF, MCPOC for major installations with 500 authorized billets or more and current fleet/shore sailor of the year, control dates will be established immediately below the freeze zone for enlisted MFH.

d. Exceptional Family Members (EFM). There are five categories of EFM identifying the level of special care the EFM requires. Family members designated as Categories IV and V EFMs are severely handicapped and permanency in living arrangements is desirable. Control dates for sponsors with family members in EFM Categories IV and V will be directly below the freeze zone.

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e. Change to Member's Eligibility. When a member's eligibility changes while on a waiting list, the original control date will continue to be used in instances which cause the member to be placed on another waiting list, such as: (1) Promotion or frocking resulting in eligibility for a higher grade category of housing, (2) a change in priority status or (3) change of eligibility for number of bedrooms. If control date would place member in the freeze zone on the new waiting list, the member's name will be placed immediately below the freeze zone.

f. Commanders and Commanding Officers. In the assignment of commanders and commanding officers (in paygrade O-6 only), recognition of operational stress and responsibility is shown by assignment priority. Captains will be assigned to quarters in the following priority:

- (1) Commanding officers (O-6) of deployable units.
- (2) Commanding officers (O-6) of shore commands.
- (3) All other captains (O-6).

When the commanding officer of a shore command reaches the top of the ashore list, he/she will be given assignment priority over deployable commanding officers added to the list with a control date later than the date that the commanding officer reached the number one position on the ashore list.

g. Homeport Changes. The control date will be the earlier of either:

- (1) The date the dependents move to the new homeport and apply for housing after official announcement of the homeport change, or
- (2) The effective date of homeport change.

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WAITING LIST

1. Establishment. A housing assignment waiting list will be established by bedroom category within each grade designation of MFH. One and two-bedroom units will be combined for waiting list purposes. Applicants on the two-bedroom list that have a one-bedroom requirement will be so annotated if there is an available inventory of one-bedroom units.

a. Position on the waiting list for housing is based on:

(1) Control date established for placement.

(2) Designation of housing for which the member is eligible (i.e., enlisted, officer, student, eligible civilian billet).

(3) Priority of the applicant.

(4) Bedroom entitlement by size and/or rank.

b. Eligible housing applicants will be placed on the appropriate waiting list upon reporting to the receiving installation and applying for (or confirming) the housing application.

c. The HA may authorize procedures to allow an applicant to express preference for desired locations of MFH within a grade designation where there are wide variances in the style, type or location of MFH.

2. Maintaining the Waiting List

a. Members will be placed on the waiting list for the bedroom category to which they are entitled or members may elect to be placed on a waiting list for MFH with one less bedroom than they are entitled to, provided that such MFH exists within the appropriate grade designation.

b. Revisions or updates of the housing waiting list will be made, as a minimum, every 30 days. The list should be posted and available to all applicants. Procedures for managing the waiting list must comply with the Privacy Act. The housing office should counsel the member on the requirement to notify the Housing Office of any changes in entitlement.

c. When there is an extension of tour or reassignment to the same geographic area, the member may remain on the waiting list with the same control date.

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d. A member may remain on the housing waiting list for adequate housing while occupying substandard housing and retain his/her original control date.

e. Occupancy of MFH by a member's dependents at one location will not prevent a member from going on a waiting list at the new location and retaining his/her date of detachment from last permanent duty station as his/her control date.

3. Freeze Zone. The top 10 percent of personnel on each waiting list will be stabilized and will not be altered by placing new arrivals within the top 10 percent, regardless of rank/rate or duty assignment. Exceptions are personnel in key and essential billets. Incumbents of designated key and essential billets are placed at the top of the freeze zone without displacing personnel who have received a firm commitment for housing assignment. Where anticipated assignment to MFH for personnel on the waiting list is scheduled to occur within 60 days, the freeze zone may be extended beyond the top 10 percent to include such personnel.

4. Priority of Assignment to Adequate MFH

a. Priority 1. Key and essential service members and civilian employees, including special command positions.

b. Priority 2. (All sub categories compete equally.)

(1) Service members assigned or attached for duty at the installation (including deployable ships/units). Note that service members in paygrades E1-E3 may be assigned to MFH on an equal priority with E4 through E9 personnel at HA's discretion. Otherwise, E1-E3 personnel are categorized as priority 2A.

(2) Civilian employees (in foreign countries and U.S. overseas areas) who are assigned to, or attached for duty at the installation (including ships) or who are assigned to other installations that are served by the housing complex.

(3) Independent duty Navy/Marine Corps personnel assigned or attached for duty at activities (including recruiting offices, reserve training centers, Reserve Officer Training Corp units, etc.) within a 1 hour commute during rush hour of the installation or of a housing complex serving the installation.

(4) Air Force and Army independent duty personnel for whom an ISSA for family housing has been established. Such agreements must be approved by the HA.

(5) Active Guard and Reserve personnel, serving on active duty under Title 10 U.S.C., assigned to the installation.

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c. Priority 3. Military personnel (including Active Guard Reserve Title 10) assigned for duty in the area of the installation without an ISSA. Civilian employees in foreign countries and U.S. overseas areas assigned to duty in the area of the installation.

d. Priority 4. Active Guard and Reserve Personnel on active duty under Title 32 U.S.C..

e. Priority 5. Unaccompanied families. All U.S. citizen civilian employees in the Continental United States (CONUS) with dependents. All U.S. citizen civilians in paygrade GS-3 and below in foreign countries and U.S. overseas areas.

5. Special Priority Situations

a. Other Eligible Uniformed Personnel. The HA shall determine the priority of assignment for foreign military personnel, Coast Guard, the non-military uniformed personnel of the U.S. Public Health Service, the National Oceanic and Atmospheric Administration, and those under inter-service support agreement.

b. Non-DoD Civilian Personnel. When non-DoD civilian personnel (e.g., U.S. or third country national bank personnel and key contractor personnel) serving DoD military installations at overseas locations cannot obtain acceptable housing in the vicinity of an installation, they and their dependents may occupy Navy housing on a rental basis. The priority of such an assignment shall be determined by the HA.

c. Substandard Quarters. Substandard housing is assigned to enlisted personnel according to their bedroom requirement on a first-come, first-served basis regardless of rank or rate. Officers and eligible civilians may occupy substandard housing on an equal basis only after the enlisted waiting list has been exhausted.

d. Aides to Flag Officers. Aides and other personal assistants will compete on an equal basis with other members of their rank and will not be afforded special privileges in the assignment of MFH.

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ASSIGNMENT TO QUARTERS1. General Assignment Policy

a. Assignment of personnel to MFH will be offered and accepted in writing. Acceptance may be made by sponsor or sponsor's designee with a power of attorney. Personnel will be provided with a minimum of 30 days advance notice of availability of MFH.

b. Assignment to MFH should be made only when a member has 6 months or more remaining on the tour of duty.

c. Eligible personnel of other military services assigned to naval activities will be provided MFH according to the same criteria for grade and family size as applicable to Navy personnel.

d. Military family housing may not be sublet to other parties.

e. No eligible family shall be discriminated against in the assignment of MFH because of medically indicated special health or disability requirements. When such needs exist, modifications to housing shall be accomplished on a high priority basis to ensure assignment of housing in a timely fashion.

f. Upon acceptance of MFH the member will be provided, and acknowledge receipt and understanding of, written guidance delineating landlord-tenant responsibilities.

2. Non-Acceptance of Offered Quarters

a. The HA will establish policy regarding the non-acceptance by applicants of a specific set of quarters. Generally one turndown of adequate MFH should be allowed without adversely affecting an individual's position on the waiting list.

b. If an applicant has given the housing office sufficient advance notice of an inability to accept MFH until on or after a specified future date, the member will not be offered a unit before that date. Such action will not adversely affect that applicant's position on the waiting list. The HA may grant extensions beyond the specific future date on a case-by-case basis. Insufficient advance notice to the HA will be considered a turndown of quarters by applicant.

c. The HA will establish reasonable policy to govern instances of inability to contact the member. If the housing office is unable to contact the applicant on the waiting list in

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order to assign MFH, the next applicant may be offered the unit. The position on the waiting list of the applicant who could not be contacted will not be affected.

3. Charges for Quarters

a. Rent-free Quarters. All military personnel and certain DoD civilian employees, will receive rent-free quarters when assigned to adequate MFH under the following conditions:

(1) Military Personnel. Housing allowances will be terminated upon assignment to MFH. Written acceptance of a MFH unit by sponsor or designated representative constitutes an "assignment" even though sponsor may not physically occupy the unit. However, it is not intended that such allowances will be withheld when members are not occupying MFH through no fault of their own. For example, allowances will not be terminated when a member is delayed in moving into MFH due to a delay in arrival of household effects.

(2) DoD U.S. Citizen Civilian Employees in Foreign Countries. Living Quarters Allowances will be terminated upon assignment to MFH.

(3) American Red Cross Personnel in Foreign Countries. Quarters will be furnished on the same basis as DoD U.S. citizen civilian employees.

b. Quarters Provided on a Rental, Charge or Reimbursable Basis. Certain occupants of adequate MFH and all occupants of substandard quarters will be assessed a rental or charge, or quarters will be provided on a reimbursable basis, as follows:

(1) Civilian Personnel. Civilian employees including American Red Cross personnel in the U.S., U.S. Overseas and the Republic of Panama will be charged the fair market rental value for quarters occupied. Rental rates for civilian personnel will be established per reference (b). USO personnel will be charged rates equal to the housing allowance or equivalent grade civil service employees.

(2) Substandard Quarters. When substandard quarters are occupied by members of the uniformed services and their dependents, the amount of the fair market rental value of the housing unit shall be charged against the member's BAQ except that such charge may not exceed 75 percent of BAQ at the with dependent rate. VHA/OHA payments are not authorized for personnel occupying substandard quarters. Civilian employees assigned to substandard quarters will pay the fair market rental value of the housing unit.

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(3) Coast Guard. Fixed rate agreements will be negotiated with the Coast Guard, as appropriate, on the basis of the last fiscal year of operation and management costs and reviewed annually (see reference (b)).

(4) Foreign Nationals. Where a specific agreement exists between the foreign government and the U.S. regarding provision of MFH, personnel of that government will be provided MFH per terms of that agreement. Where MFH is made available for other foreign military, rental rates will be established per reference (b).

c. Mobile Home Spaces. Charges for mobile home spaces provided to members of the uniformed services and their dependents for house trailers and mobile homes not owned by the government shall be established per references (a) and (b). Full market rental value and other appropriate charges will be collected from all other occupants.

4. Mandatory Assignment

a. Military members may be mandatorily assigned only to adequate family housing for which they qualify according to their grade and family composition and size.

b. Mandatory assignments may not be enforced until all volunteer families have been assigned, regardless of grade. The HA should exhaust all means of filling excess housing, including contacting other installations in the area, before mandatorily assigning a family.

c. When the service member has been advised that mandatory assignment will be required, he or she will be given sufficient time prior to assignment to terminate current living arrangements.

d. Mandatory assignments shall not be made where less than 6 months occupancy is expected or when hardship could result for the housing occupant.

e. Personnel will not be mandatorily assigned to substandard family housing unless necessary services cannot be rendered or the property cannot be adequately protected otherwise. Per reference (i), Section U5380G1A, a member is entitled to non-temporary storage at government expense if the mandatorily assigned quarters are substandard due to quarters size.

f. In those cases where mandatory assignment to MFH has been made and the member's Basic Allowance for Quarters (BAQ) is being terminated, but the member chooses not to reside in assigned

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quarters, the member's entitlement to BAQ must be reinstated prior to assignment of those quarters to another service member.

g. Military members should be apprised of those areas where mandatory assignment is in effect prior to reporting.

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TERMINATION OF HOUSING ASSIGNMENT

1. Termination Conditions. Termination of housing is required under the following conditions:

a. When the installation ceases to be the sponsor/member's permanent homeport/station for duty.

b. When a member's and/or dependent'(s) personal behavior warrants eviction.

c. When the member is declared a deserter; released from active duty; separated from the service; transferred to fleet reserve; retired; transferred to Temporary Disability Retired List; deceased; separated from dependents (i.e., legal separation or divorce); or separation from dependents for more than 90 consecutive days.

d. Upon the death of member's sole dependent.

e. Upon member's request (or designee with power of attorney) if occupying substandard quarters, or when member ceases to occupy quarters, and the request is approved by the HA.

f. Upon termination of lease or occupancy agreement.

2. Special Termination Situations. The following are special termination conditions/exceptions which the HA shall consider to assist members:

a. Permanent Change of Station (PCS) Orders To Involuntary Unaccompanied Tour. Dependents (including military spouses) of members transferred to an involuntary unaccompanied overseas tour who occupy MFH in CONUS at the time of departure of the member will be assured continued occupancy until the sponsor returns or reports to the next permanent station on an accompanied tour.

(1) Retention of MFH is voluntary on the part of the sponsor and must be formally requested as soon as possible after receipt of orders, normally not later than 30 days prior to departure of sponsor.

(2) Personnel who retain MFH during such assignment will be required to terminate and clear quarters within 30 days after member's detachment date to an accompanied tour.

(3) MFH assignment may be terminated by the HA 30 days after expiration of the unaccompanied overseas tour as reflected in the individual's orders unless the HA has received a copy of

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orders extending the individual's tour, or subsequent orders indicating a reassignment to the same installation.

b. PCS Orders Overseas. Dependents of a member transferred to an accompanied overseas tour may retain MFH for up to 20 weeks awaiting dependent entry approval. The HA may authorize extension of the 20 weeks given appropriate circumstances.

c. Residing in Designated Quarters and Duty Status Changes. If duty status changes for a member who occupies flag, billet or installation commander quarters, the HA must terminate assignment of existing unit and will permit the member to move into other available MFH. This will be allowed only at the base or station of residence at the time of receipt of orders and only on a not-to-interfere basis with personnel already assigned an occupancy date.

d. Ordered PCS to School on Temporary Duty (TEM DU)/Temporary Duty Under Instruction (TEM DUINS)/DUTY/Duty Under Instruction (DUINS), not to Exceed 11 Months. The HA will allow member to retain quarters (INCONUS only) until sponsor reports to ultimate duty station (and in case of overseas duty station, dependents receive authority to travel).

e. Reassigned From One Geographic Location to Another Within a One-Hour Commuting Distance During Rush Hour. The HA may permit the member to remain in quarters at the first location.

f. Deceased Sponsor. The HA will permit the family to remain in assigned housing for 90 days after the death (or the Service Secretary's determination of death, if later) of the sponsor. This time limit may be extended by the HA not to exceed total occupancy of 120 days. Extensions beyond the 120 day limit must be forwarded via the Engineering Field Division to the major claimant for approval. Requests should be forwarded to reach the major claimant 30 days prior to expiration of the current extension. The dependent may occupy MFH without charge for 90 days after the date of the member's death. When an extension beyond the 90 days is granted, rental rates equivalent to the member's full housing allowances or fair market value will be charged (see reference (b)).

g. Death of Only Dependent. The HA may permit the member to remain in assigned housing for 30 days after the death of the member's sole dependent and may extend occupancy in the case of severe hardship. Member will continue to forfeit housing allowances until termination of assignment.

h. Member Married to Member and Simultaneously Deployed. The HA will not require the members to vacate government

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quarters. Arrangements for the care of dependents and care of quarters must be made by the member in writing and approved by HA prior to deployment. Member must inform HA in writing of arrangements made. Sponsor is still ultimately responsible for quarters. This policy also applies to single members with dependents.

i. Reduced in Rank by Non-Judicial Punishment. The HA will permit member to retain quarters until receipt of PCS orders unless eviction is required to maintain good order and discipline.

j. Sentenced to Three Months or More Confinement by Military/Civilian Authority. The HA may authorize the member to retain quarters until civilian housing is available, generally not to exceed 90 days.

k. Precommissioning Site. A member ordered to temporary duty in connection with outfitting or conversion of a vessel (TEM DU CFO) other than the prospective homeport site may leave dependents in MFH at the old duty station until member reports to the permanent duty station.

l. In an Appellate Leave Status (Not Entitled to Pay and Allowances). The HA may authorize the member to retain quarters until civilian housing is available, generally not to exceed 60 days. Rental rates equivalent to the member's full housing allowances prior to the judgment or fair market value will be charged per reference (b).

m. Member Barred From Contact with Dependents. The HA is strongly encouraged to allow the dependents to continue to occupy MFH while the case is under investigation, and to follow-up as appropriate.

n. Lack of, or Use Restricted, Civilian Housing. Members with PCS orders to the below listed locations shall be eligible to leave their dependents in government quarters at the previous duty location provided the member occupied government quarters at time of departure. Member must apply for family housing at the new duty station. Occupancy of MFH must terminate upon member assignment to government quarters or upon receipt of PCS orders from one of the below listed duty stations.

NAVSTA Adak, Alaska
NAVSTA Bermuda, West Indies
NAVSTA Guantanamo Bay, Cuba
NAVSTA Keflavik, Iceland

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o. Prolonged Hospitalization. If a member is transferred to a hospital for prolonged treatment (treatment requiring hospitalization of 90 days or longer), the HA may authorize the member to retain quarters until civilian housing is available. Generally, this period will not exceed 3 months, but may be extended by the HA in cases of severe hardship.

p. Routine Overhaul. Personnel attached to ships changing homeports for routine overhaul (ROH) may:

(1) Retain quarters at old homeport for duration of overhaul with simultaneous entry on the waiting list at ROH site. Personnel ordered directly to the ship at the overhaul homeport will be eligible for family housing at the regular homeport or overhaul homeport, whichever they elect.

(2) Once adequate MFH is occupied at ROH site, members may not remain on housing waiting list or reapply for quarters at the regular homeport until official date of location change is issued or member vacates quarters, whichever is earlier.

q. Unit Homeport/Location Changes. For personnel assigned to ships, aviation squadrons, staff and shore activities being relocated, eligibility for MFH at the new location will not be dependent upon non-occupancy of government quarters at old location.

(1) Personnel attached to ships or units operating in an overseas area specified in reference (j), for a contemplated year or more shall be eligible to receive all housing benefits accorded personnel attached to unaccompanied overseas tour.

(2) Personnel assigned to ships, aviation squadrons, staffs, etc., that are changing homeport/location will be required to vacate quarters at the old location 15 days after the effective date of change or 15 days after the unit arrives at the new homeport/location, whichever is later.

r. Transition Assistance Benefits. The HA may, (in CONUS and as authorized by Status of Forces agreements OUTCONUS) space permitting, permit military members and their family members in the following categories to remain in MFH for up to 180 days following separation:

(1) Involuntary Separation from Naval Service

(a) Personnel involuntarily separated from the service per reference (d).

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(b) Personnel transferred to the Fleet Reserve as a result of exceeding high year tenure (HYT) service limits per reference (e).

(c) Personnel selected for early retirement (SER) per reference (e).

(2) Voluntary Separation under the Special Separation Benefit (SSB) Program. Per reference (f), military members who have elected voluntary separation under the SSB program.

A rental charge, equivalent to Variable Housing Allowance (VHA) and BAQ for that locality, will be assessed and paid in advance on a monthly basis for the period of continued occupancy. The HA may waive or reduce the rental charge in cases of hardship. Personnel desiring to remain in MFH must notify the Housing Office 30 days prior to separation from the service.

s. Occupant Request. Upon written request, occupants of MFH may be permitted to remain in assigned quarters temporarily. The HA will determine the length of time and will retain documentation concerning the exception for 3 years thereafter.

3. Vacating Quarters. The following conditions apply when occupants are vacating quarters:

a. Occupant is required to give 30 days written notice of intent to terminate quarters. Failure to provide sufficient notice may be grounds for disciplinary action by the commanding officer except in instances which are beyond the member's control, such as receipt of "short fuse" orders.

b. No one will be required to terminate quarters on a Saturday, Sunday or holiday.

c. The HA may continue MFH assignment for unsatisfactory termination notice or unit condition (i.e., failure to sufficiently clean the unit per local requirements) causing continued withholding of BAQ up to the date of detachment of the member (see reference (k)).

d. Outside CONUS, the HA will maintain a stock of government owned furniture for temporary loan to departing families to enable them to remain in quarters after their personal household goods have been picked up for shipment. When quarters cleaning service is provided by the Government and loaner furnishings are offered to the occupant, 1 day maximum temporary lodging allowance (TLA) is authorized unless logistical arrangements for departure transportation dictate requirements of more than 1 day. The only exception is in areas where incoming members are drawing

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TLA, outgoing occupants may exceed the 1 day if the quarters are returned to the government and subsequently assigned to an incoming member drawing TLA.

4. Date of Termination. The date of termination from housing will be the date housing allowances or rental payments are no longer withheld or paid, respectively, and/or the date the condition which established eligibility for housing ceases to exist.

5. Reinstatement of Housing Allowances. Housing allowances will be reinstated upon the date of termination of housing assignment. Housing allowances will not be withheld past the date of detachment of the member to the next duty station.

6. Eviction. Eviction is required when conditions for termination of occupancy exist and the occupant does not voluntarily vacate MFH. In cases where eviction is necessary, the HA will notify the occupant by registered mail 30 days in advance of the effective date of the eviction. The reason for the eviction and the requirements for satisfactorily vacating quarters will be provided in the notification. Justification for eviction shall be retained in installation files for 3 years after eviction. Length of eviction period will be determined by the local HA. Detailed eviction procedures are contained in reference (a). Per reference (i), Section U5355C1B and NAVSUP Publication 490 Section 7008.2, the HA is required to pay for a local move or non-temporary storage out of Operation and Maintenance, Navy funds in the absence of other funded orders.

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UTILIZATION

1. Utilization. Navy Family Housing units will be operated and maintained in such a manner that the housing units are occupied to the maximum extent possible without incurring unreasonable cost to the government or undue inconvenience to the family. Utilization and occupancy rates are to be reported on an annual basis to the cognizant engineering field division.

2. Excess Family Housing. Family housing which is excess to a field activity's needs will be made available as housing for unaccompanied families. In areas where MFH is excess the HA should:

a. Report to the cognizant engineering field division any excess MFH which can house families of absentee members per guidance in reference (a).

b. Inform applicants for excess housing that, unless otherwise authorized by reference (i), transportation of dependents and household goods will be at no cost to the government.

c. Advise applicants that the member's housing allowance will be terminated.

3. Critical Housing Areas (CHA). In some areas government and/or community housing is in such short supply and/or so expensive that service members are forced to leave their families at locations other than their current permanent duty station. These locations have been officially designated CHAs. Critical housing criteria is provided in reference (1). The CHA list is updated annually.

4. Home Enterprises. Members of military families residing in government family housing may conduct a home enterprise as approved by the HA. See references (k) and (p).

a. Requests to operate private home enterprises in MFH must be made in writing to the HA, via the housing office. The request must be approved in writing prior to starting the operation.

b. Home enterprises authorized on an installation must be in good taste and conducive to community atmosphere. Activities which would tend to bring individuals on the installation into disrepute shall not be authorized. Commercial retail and service activities customarily conducted out of commercial premises are not within the intent of this policy. The HA will ensure that occupants are aware of all requirements to be met prior to the

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conduct of any enterprise and any liability for excess costs associated with the enterprise.

c. Sales of specific brand names not available to exchange patrons through the military exchanges should not be construed to be competing with an installation's officially sanctioned commerce.

d. Local government licensing requirements, potential government liability, overseas Status of Forces Agreements, host country business practices and prospective advertising practices should be taken into account as each request is considered. In no case will activities be authorized or continued at the expense of military community tranquility or safety.

e. When practicable and feasible, occupants should be allowed to make minor modifications to housing units at the occupant's expense. Occupants should be advised at the time of approval if the modification must be removed at termination of occupancy.

f. Authorization of family member employment in MFH should be conditional upon agreement by the family member to comply with the provisions in reference (p) and Navy regulations prohibiting solicited sales to subordinates.

5. Live-in Aide. The HA may authorize a live-in aide to reside in a family housing unit under the following conditions:

a. The member provides written documentation substantiating the need for such an arrangement. Exceptional and confirmed child or health care needs are valid reasons for a live-in aide. Home maintenance or cleaning are not valid justification for a live-in aide.

b. The requirement for live-in aide should be for a minimum of 6 months.

c. The member does not accept monetary compensation from the employee (accepting compensation is grounds for termination of quarters).

d. This policy does not disrupt morale or otherwise adversely impact the housing area.

e. The increased bedroom requirement can be accommodated.

f. The request and approval or denial for a live-in aide must be in writing. The member is responsible for all actions of the live-in aide including any damages to quarters. The approval

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by the HA shall be retained in occupant files and reviewed annually.

6. Family Home Care (FHC). Per reference (o), FHC is defined as care provided for up to six children by a private individual in a Navy family housing unit. Care is full-time or part-time on a regularly scheduled basis, not including occasional baby sitting, baby sitting co-ops, etc. FHC is not intended to be 24 hour foster care on a regular basis. Local commanding officers, with approval of the HA, shall establish policy for registration, approval and termination of FHC in government quarters. Individuals providing unauthorized child care in quarters are subject to loss of housing privileges. Applications for FHC will be made in writing to the installation commander and reviewed annually.

7. Occupancy of MFH by More than One Family/Visitors. The HA will establish procedures regarding guests in family housing such as requirements for notification and length of stay. Normally visitors should not stay in family housing longer than 3 weeks without approval by the HA. Subleasing of quarters is not authorized.

8. Occupancy of MFH by Foster Children. The Navy permits the housing of foster children within MFH provided living conditions (including space, sanitation) are appropriate. Monetary compensation may be accepted as recompense for the nurture and care of a foster child while occupying government quarters (see enclosure (1), paragraph 5(c)6).

9. Local Moves. There is no requirement for the HA to accommodate requests to move from one set of adequate government quarters to another (i.e., promotions, frocking, etc.) unless the promotion is from enlisted to officer status. Per reference (i), Section U5355C1B and NAVSUP Publication 490 Section 7008.2, the HA is required to pay for a local move or non-temporary storage out of Operation and Maintenance, Navy funds in the absence of other funded orders. Use of Family Housing, Navy (FH, N) funds is prohibited.

INVENTORY ACTIONS

1. Conversions, Diversions and Disposals. COMNAVFACECOM is responsible for all inventory management issues. Reference (a) provides procedures for conversions, diversions, inactivations, reactivations and disposals.
2. Designation/Redesignation. Adequate MFH will generally be designated for the uniformed service personnel within the grade category for whom it was programmed, constructed or otherwise obtained. Installation commanders may assign all enlisted personnel on an equal priority basis. This ensures that commanding officers retain the authority to plan, program and determine the best use of resources so that all eligible military members can compete equitably for available quarters. The Engineering Field Division is the approval authority for written requests to redesignate MFH by paygrade category with the exception of flag, command, billet, student or special command positions. Designation of housing by paygrade will consider the bedroom requirements for that paygrade. No more than 25 percent of adequate MFH assets at any field activity will be designated for officers unless an excess of this percentage was originally constructed or acquired for officers or unless shore establishment realignments alter requirements.
3. Command/Billet and Key and Essential Quarters. Certain positions are recognized to warrant a specific MFH unit on the installation, referred to as command/billet quarters. Other positions, designated as key and essential because of their duties, are assigned a position of priority on the assignment waiting list; a specific unit is not set aside. Examples of typically-approved key and essential billets are the public works officer, fire chief and the explosive ordnance disposal officer. The following conditions apply:
 - a. Members who have a firm MFH assignment date will not be displaced on the waiting list to accommodate key and essential personnel.
 - b. In no case will a unit designated as command or billet quarters be kept vacant for a specific occupant in excess of 3 months. Billet quarters not occupied by the incumbent will automatically lose the designation.
 - c. MFH units, other than those designated as command/billet quarters, will not be kept vacant for assignment to a specific individual or groups.
 - d. The major claimant may designate up to 5 percent of enlisted housing assets as billet quarters for occupancy by key

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and essential enlisted personnel. In addition, the major claimant may designate up to 5 percent of officer housing assets as billet quarters for occupancy by key and essential officer personnel. Installation command quarters constructed for this purpose are excluded from the officer limitation. In CONUS, where community housing is available, quarters occupied by key and essential civilians are included in the 5 percent count. In non-isolated overseas areas where civilians can occupy community housing, all designated key and essential civilian billets are included in the 5 percent count. In isolated overseas areas, where there is no community housing and where civilians must reside in MFH, they are not included in the count of key and essential billets. Requests for billet quarters within the 5 percent limit should be forwarded to the major claimant via the regional COMNAVFACENGCOM Engineering Field Division. Requests over the 5 percent limit must be approved by CHNAVPERS (Pers-6) via the chain of command.

e. The privilege to designate priority housing to specific military and civilian positions that require on-base quarters for military operational purposes should not be abused and will be included as an inspector general item for review.

4. Designation of Flag/Command, Student, Billet Quarters and Key and Essential Billets. Designation authority for specified units/billets is as follows:

a. Below Echelon 2, major claimants will designate flag, billet quarters and key and essential billets on the plant account of field activities under their cognizance.

b. Chief of Naval Operations (CNO) (N09) approves designation of flag quarters in the Washington, DC area, including those for special command positions and specifically identified flag billets. However, designation of a position as a Special Command Position must be approved by the Assistant Secretary of Defense (Comptroller).

c. CNO (N4) designates flag quarters which are not within the purview of the major claimant or N09.

d. CHNAVPERS (Pers-6) designates command quarters and student family housing.

e. Requests for flag, command and student designation (except those under the authority of N09) will be forwarded via the Engineering Field Division, the major claimant and COMNAVFACENGCOM to CNO/CHNAVPERS (Pers-6) (appropriate code).

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DEFINITION OF TERMS

Active Guard and Reserve Personnel. Reserve personnel serving on extended active duty pursuant to Title 10 or Title 32 U.S.C.

Active Military Family Housing. All occupied family housing units or available for occupancy, including those expected to be unoccupied for less than 6 months.

Adequate MFH. Housing units listed on the Family Housing Property Account which have not officially been declared substandard and for which full housing allowances are withheld when assigned.

Application for MFH. DD 1746, Application for Assignment to Housing.

Basic Allowance for Quarters. That portion of a member's military compensation which is intended to partially remunerate a member for housing expenses when government quarters are not available.

Billet Quarters. A specific MFH unit designated for the incumbent of a specific position.

Civilian Employees. DoD appropriated and non-appropriated fund employees.

Command Sponsorship. Authorization for military and civilian members and their dependents to travel at government expense, to be present in the tour area and to use dependent support facilities (see Volume I, Appendix A of reference (i)).

Community Housing. Private housing in local communities within commuting distance of the installation.

Commuting Distance. The distance from the installation to a housing complex serving the installation that can be traversed by privately owned vehicle in 1 hour or less during rush hour.

Control Date. The effective date of eligibility for MFH.

Continental U.S. (CONUS). The 48 contiguous states and the District of Columbia.

Conversion. The change in use of facilities to government quarters or the combining of two or more units of government quarters.

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Critical Housing Area. A CNO designated location where housing is in short supply and/or very expensive.

Dependent. The sponsor's: (a) spouse; (b) unmarried child who is the sponsor's by birth, legal adoption or marriage (e.g., step child) who is under 21 years of age and is dependent on the sponsor, incapable of self-support because of a mental or physical incapacity and dependent on the sponsor for over one-half of his or her support, or is under 23 years of age, enrolled in a full-time course of study at an approved institution of higher learning and dependent on the sponsor; or c) adult relative by blood, marriage (e.g., parent-in-law or stepparent) or adoption who is dependent on the sponsor for over one-half of his or her support and eligible for a dependent I.D. card (see 37 U.S.C. 401).

Deployable Units. Any mobile unit detached from its homeport or location for 90 consecutive days or more. (Units in overhaul are excluded for housing purposes.)

Discrimination. An act, policy or procedure that arbitrarily denies an individual or group equal treatment in housing because of race, color, religion, national origin, sex, age, handicaps or familial status.

Disposal. The permanent removal of real property from the family housing property account.

Diversions. Temporary or permanent change of MFH use to a non-housing use. Permanent diversions are a form of disposal.

DoD Personnel. Includes both military and DoD civilian personnel.

DoD Sponsored Civilian Personnel. Civilians who are not DoD-appropriated or non-appropriated fund employees but are key and essential to mission accomplishment and are located at the installation as a result of direct or indirect sponsorship by a DoD Component (e.g., Red Cross personnel, contract technicians, bank managers and others as determined by the HA).

Effective Date of Homeport/Location Change. Date of official location change, as announced by CNO, of a ship, squadron or other deployable unit to the new homeport/location.

Exceptional Family Member. An authorized family member (spouse, child, stepchild, adopted child or dependent parent) residing with the sponsor, who possesses a physical, intellectual or emotional handicap and who requires special medical or educational services.

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Family Home Care. Care of non-family children, elderly or disabled in MFH for a fee.

Flag Quarters. Government quarters on the Navy family housing property account which are designated for officers in the grade of O-7 or above.

Foreign. All areas outside the 50 states, the District of Columbia and the U.S. possessions and territories.

Freeze Zone. Top 10 percent of the assignment waiting list.

Home Enterprise. A private, commercial venture operated within family housing with the written approval of the installation commander.

Homeport. Location at which a ship, squadron or other deployable fleet unit is assigned for administrative purposes.

Host-Tenant Agreement. Official agreement between a host activity with plant account responsibility and a tenant activity regarding the provision and use of facilities and services, and reimbursements therefor.

Housing Authority. The installation commander or commanding officer who has MFH plant account responsibility and/or the responsibility for the implementation of the policies contained in this directive.

Housing Manager. The individual charged with the responsibility for day-to-day administration and management of MFH programs at a field activity.

Housing Referral Service. A service provided by the family housing office to assist DoD personnel and their dependents locate suitable, nondiscriminatory community housing.

Inactive Housing. Family housing units that have been placed in a caretaker status for 6 months or more for reasons other than routine maintenance and cleanup and not available for occupancy.

Independent Duty. Duty assignment in an area not under the cognizance of a local HA and usually physically performed distant from a military installation (e.g., recruiting, hospital corpsmen).

Installation. An activity with a prescribed mission established by the Secretary of the Navy (i.e., a shore activity).

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Installation Commander. A commanding officer (normally an O-6) or equivalent of a station or installation located in an area having fixed boundaries within which all persons are subject to military jurisdiction and the authority of the commanding officer. Commander of a mobile military or naval unit, who does not otherwise have responsibility for land, buildings and/or fixed improvements is not an installation commander. Commanding officers of Navy hospitals, public works centers, supply centers, Marine barracks and other activities within geographical jurisdiction of naval stations or naval air stations are not considered installation commanders for the purpose of provision of furnishings associated with command quarters (see Installation Command Quarters).

Installation Command Quarters. Quarters specifically designated for occupancy by the commanding officer (normally an O-6) of that installation. The intent of this designation is to authorize furnishings to the "one" officer who exercises command authority or responsibility over specific geographic areas and who has primary responsibility for representing the DoD in dealings with local communities on matters affecting the installation.

Involuntarily Separated Personnel. Service member who elected to be unaccompanied by dependents because of the lack, or cost, of acceptable housing at the permanent duty location.

Interservice Support Agreement (ISSA). Written agreement between two different agencies for the first party to perform certain functions or duties for the second party.

Key and Essential Billets/Positions. A designated billet filled by a military or civilian which, because of military necessity, accomplishment of mission, or safety or security, require priority on the MFH waiting list.

Leased Quarters. Private quarters by which the Department of the Navy obtains possession of real property not owned by the U.S. for a stated period of time and for a stated consideration.

Major Claimant. Those commanders who have command authority over shore activities with family housing property account responsibility.

Mandatory Assignment. The involuntary assignment of military personnel to adequate MFH.

Military Family Housing. Government owned or controlled quarters provided for the families of military personnel and, under certain circumstances, to civilians.

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Minority. Any person who is, or may become, subject to discrimination because of race, color, national origin, religion, gender, age, or mental or physical disabilities.

Overseas. Any area outside CONUS except Alaska, Hawaii and U.S. possessions.

Overseas Housing Allowance. Allowance authorized to assist a member in defraying the housing costs incurred incident to assignment on permanent duty to a station outside CONUS (excluding Alaska and Hawaii).

Permanent Duty Station. Station to which a member is assigned through Permanent Change of Station (PCS) orders. This includes homeports of mobile units such as ships, aircraft and afloat units (Volume I, Appendix A of reference (i) refers).

Power of Attorney. A legal instrument authorizing another to act as one's agent or attorney.

Promulgation Date of Homeport Change. Date of official announcement by CNO of homeport change.

Quality of Life. An individual's state of satisfaction with his/her working and living environment. QOL is profoundly affected by housing adequacy, affordability and convenience. The Navy considers housing a premier QOL issue for members and their families.

Regional Area Coordinator. An appropriate official, normally a flag officer, designated by the area coordinator (as defined in reference (q)) to exercise oversight authority and problem solving within a designated area coordination region in order to ensure an effective, integrated and coordinated shore establishment.

Report Date. Date a member officially reports for duty at new permanent duty station.

Special Command Position. A position designated by the Assistant Secretary of Defense (Comptroller) if incumbent is a flag or general officer or civilian of equivalent rank, and if the public relations responsibilities require the incumbent to represent the interests of the U.S. in official and social entertainment activities involving foreign or U.S. dignitaries of high governmental or military rank and outstanding members of the business, industrial, labor, scientific and academic communities.

Special Command Quarters. MFH specifically designated for occupancy by incumbents of a special command position.

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Student Family Housing. Designated MFH for occupancy by students of service schools or colleges.

Substandard Housing. MFH units which have been officially declared substandard and are occupied subject to a charge against the military member's BAQ for the fair market value (FMV) of the quarters not to exceed 75 percent of the "with dependent" rate BAQ. Also, VHA/OHA is not authorized. Civilian personnel pay FMV.

Unaccompanied Family. A family occupying quarters at a location other than where the sponsor is assigned.

Uniformed Service. Refers to the Army, Navy, Air Force, Marine Corps, Coast Guard, Commissioned Corps of the U.S. Public Health Services and the Commissioned Corps of the National Oceanic and Atmospheric Administration.

U.S. Armed Forces. All components of the Army, Navy, Air Force, Marine Corps and Coast Guard.

U.S. Overseas. Alaska, Hawaii, and U.S. possessions and territories.

U.S. Possessions and Territories. Outlying areas of the U.S., including Puerto Rico, Virgin Islands, American Samoa, Wake and Midway Islands and Guam.

Vacate. A member is considered to have vacated quarters when BAQ is reinstated to the member and the member no longer occupies family housing. In overseas areas, quarters are considered occupied if loaner furnishings are available to the member when personal HHG have been picked up for shipment.

Variable Housing Allowance. Monthly allowance paid to members to supplement BAQ in all 50 United States and the District of Columbia where local median monthly housing costs exceed 80 percent of the CONUS median monthly housing costs.

Voluntarily Separated. Service member who, for reasons other than cost, distance or availability of housing at the permanent duty location, voluntarily elected not to be accompanied by dependents.